

# Approved Museum Scheme

## Application Form for Museums



National  
Heritage  
Board

This document serves as a formal application for museums to be considered under the Approved Museum Scheme (AMS)

Please insert N.A if not applicable. If space provided is insufficient, please attach separate annexes.

### Section 1: Particulars of Approved Museum

Name of Museum	
Address	
Telephone number	
Email address	
Website URL	
Name of museum director	
Application submitted by (include name and designation)	
Please state the year your museum was first open to the public.	

**Please attach a copy of the museum's organisational chart to accompany this section.**

### Section 2: Purpose of Museum

Please state the museum's mission statement, if any. If not, please describe the purpose of the museum.

### Section 3: Collection Management

Does the museum have a collection policy?

Yes  No

If you answered “Yes”, please attach a copy of your museum’s collection policy.

Does the museum have a formal programme of documentation, care, and use of your collections?

Yes  No

If you answered “Yes”, please attach the following:

1. Museum conservation guidelines
2. Museum accessioning and de-accessioning policy

#### **Section 4: Declaration**

To the best of my knowledge, I declare that the information given in this application is true and complete.

Museum director’s name	
Signature and date	
Organisation stamp	